

### Application for Assistance

<b>For Office Use Only</b>	
<b>Business Investment Program (BIP)</b>	<input type="checkbox"/>
<b>Business Growth Program (BGP)</b>	
Commercial (Productivity Improvement and Innovation, Knowledge and Technical Assistance, Growth and Internationalization)	
	<input type="checkbox"/>

#### Instructions:

- To apply submit a signed, completed application form with supporting documentation to the Department of Jobs, Growth and Rural Development (JGRD) Office in your area.
- Additional information may be requested by JGRD. The information required will be dependent on the complexity and size of the business, project or activity. The JGRD representative assigned to your application can provide advice on the information required.
- An assessment of your project will not commence until JGRD has received a complete application including the application form and all supporting documentation.
- For the Business Growth Program, please refer to the Applicant Guide for assistance in completing this form and for a list of required supporting documents.
- For the Business Investment Program please refer to page 4 for additional information to be provided.

<b>Applicant Identification</b>			
Legal Name of Applicant			
Operating Name (If Different)			
Company Address		CRA Business Number (If Applicable)	
Primary Contact		Primary Contact Title	
Primary Contact Phone		Primary Contact Email	
Company Signing Authority		Signing Authority Email	
Project Name			
Project Location(s)			
Project Start Date		Project End Date	
Sector Focus		Business Type	

**Project Costs and Financing**

Include all project costs and sources of project financing. If additional space is required, please provide on a separate spreadsheet or document.

Project Costs		Project Financing	
Type of Cost	Amount	Source of Funds	Amount
<b>Capital Costs:</b>		<b>Requested JGRD Contribution</b>	
Building/Renovations		<b>Applicant</b>	
Equipment		<b>Other</b>	
Other: <input type="text"/>			
<b>Wages and Salaries:</b>			
<b>Operating Expenses:</b>			
Professional Fees			
Travel			
Other: <input type="text"/>			
<b>Total Project Cost</b>		<b>Total Project Financing</b>	

**List Affiliated /Associated Companies**


**Employment**

Job Categories	Total Employment Prior to Funding	New Jobs Created	Jobs Maintained
Permanent Full Time			
Permanent Part Time			
Seasonal			

**Existing Debt with Government**

Include all outstanding amounts due to Provincial Government departments and/or agencies by the applicant, its shareholders and its affiliated/associated companies. For purposes of this application, an affiliated company is one such that greater than or equal to 51% is owned by the applicant or the officers of the company seeking assistance. If additional space is required, please provide in a separate document.

Company/Shareholder	Financier - Department/Agency/Entity	Key Financier Contact	Amount Outstanding

### Debt Settled or Written Off by Government

Include all debt settled or written off in the last six years by Provincial Government departments and/or agencies on behalf of the applicant, its shareholders and its affiliated/associated companies. For purposes of this application, an affiliated company is one such that greater than or equal to 51% is owned by the applicant or the officers of the company seeking assistance. If additional space is required, please provide in a separate document.

Company/Shareholder	Financier - Department/Agency/Entity	Key Financier Contact	Amount Settled and Year	Amount Written Off and Year

### Applicant's Professional References (Business Investment Program Only)

If applying to the BIP, please provide a list of professional references.

	Name of Firm or Agency	Contact Person	Telephone Number

### Privacy and Confidentiality Notice

Information is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015. We will only use the personal information collected by or provided to the Department for purposes directly related to the application and for statistical analysis and reporting under the Business Investment Program and Business Growth Program. Information you provide us in confidence, both personal and business-related, will be kept confidential unless

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act, 2015 to release it.

If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Jobs, Growth and Rural Development by email [ATIPP-JGRD@gov.nl.ca](mailto:ATIPP-JGRD@gov.nl.ca)

### Contact Information

For more information please contact [businessnavigatornl@gov.nl.ca](mailto:businessnavigatornl@gov.nl.ca). Detailed listing of Economic Development Officers located throughout the province is available at <https://www.gov.nl.ca/jgrd/industry-and-economic-development-contact-list/#RO>. For St. John's CMA visit <https://www.gov.nl.ca/jgrd/business-and-innovation-branch-contact-list/bg>.

#### Regional Offices

Labrador: 709.896.2400  
Western: 709.637.2628  
Central: 709.256.1480  
Eastern: 709.466.4170  
Avalon: 709.729.6123

## Information required in support of your application

**For the Business Growth Program, please see the applicable Applicant Guide.**

**For the Business Investment Program, a Business Plan and Project Summary & Benefits, incorporating the information listed below, are required to support your signed application form.**

### **Business Description**

- Provide a brief history of the company.
- Describe the type of product(s) or service(s) your business offers.
- Identify changes planned for the business in the next year.

### **Project Summary and Benefits / Project Description**

- Provide a description of the project.
- Describe how the project may affect your current environment i.e. manufacturing facility, process (if applicable).
- Describe the opportunity and benefits of the project to your business.
- Identify any environmental, municipal or other government permits and approvals that may be required and when a decision is expected on each.
- If an application requires the use or purchase of land and/or buildings, the applicant will be required to sign a "Contamination Warranty" (if applicable).

### **Project Budget**

- Outline the project budget including costs and sources of funding.
- Provide the status of funding from other sources, amounts, terms of financing and documentation of confirmed funding sources.
- Provide quotations and supporting documentation for project costs.

### **Ownership / Management / Affiliated Companies**

- Identify the owners and key management personnel in your business with the percentage of ownership, and what, if any, management role. Include a brief history of the shareholders.
- Briefly outline the experience and expertise of your management team and key staff integral to the project with special emphasis on managerial and/or operational experience. Include resumes and remuneration for the principal owners and key management personnel.
- Provide full disclosure of corporate shareholdings for all companies owned, controlled or effectively controlled by the applicant or its shareholders.

### **Competition**

- Briefly describe the competition and indicate if your product or service differs from the competitors.
- Identify how this project may impact your competitors and whether this project will give the company a competitive advantage.
- Identify any anticipated changes in market share as a result of this project.

### **Marketing**

- Outline any changes in the product or service as a result of this project.
- Identify the main customers.
- Describe any anticipated changes in your target market or market share as a result of this project, i.e. type of customer, geographical area.
- Outline your distribution channels and processes. Identify any impacts this project will have on your current distribution channels and processes.

### **Financial - Existing Business**

- Provide financial statements for the current and previous two to five years of operation including notes to the financial statements and the most recent interim statements. If a proprietorship, include recent and previous two to five years personal income tax returns including CRA T2125 form and Notice of Assessment.
- Provide a Cash Flow Statement for a minimum of two years.
- Provide pro forma statements for the next two to five years including Balance Sheet and Income Statement with detailed assumptions supporting revenue forecasts.

### **Financial - New Business**

- Provide Income Statement and Opening Balance Sheet.
- Provide a Cash Flow Statement for a minimum of two years.
- Provide pro forma statements for the next two years including Balance Sheet and Income Statement with detailed assumptions supporting revenue forecasts.

### **Other Required Documentation**

- Copy of Articles of Incorporation.
- Personal Net Worth Statement for all shareholders and key management personnel (loans only).
- Include any supplementary information that may be relevant to your operation.

## Applicant's Declaration / Consent and Disclosure

To the Department of Jobs, Growth and Rural Development (JGRD):

- a) I confirm that the information given in this application is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that failure not to disclose relevant information may result in cancellation of this application by JGRD. I agree to adhere to a high level of professionalism, honesty and ethics.
- b) I certify that financial assistance from JGRD is a significant factor in the decision to proceed with this project.
- c) I certify that neither the applicant, affiliated/associated companies nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- d) I consent to JGRD sharing the information contained in this application and supporting documentation with other Federal and Provincial Government departments and its entities for purposes of the assessment of this application. The information may be shared, as applicable, with Federal Government departments and entities such as the National Research Council and/or the Atlantic Canada Opportunities Agency. The information may also be shared with Provincial Government departments and agencies such as the Departments of Tourism, Culture, Arts and Recreation, Health and Community Services and Fisheries, Forestry and Agriculture. Information contained in this application and supporting documentation may be shared with other Federal and Provincial entities as required as part of application assessment.
- e) I will provide all information required by JGRD to complete the assessment of this project. I authorize JGRD to make any inquiries of such persons, firms, corporations and shareholders or other government agencies as it deems necessary in order to reach a decision on this application. I agree that credit reports may be obtained from Dun and Bradstreet, Trans Union and other creditors in order to seek credit status.
- f) I certify that all debts owing to Provincial Government Departments and/or its agencies, by the applicant and its affiliated/associated companies and shareholders have been disclosed in this application, including any amounts settled or written off by the applicant, its affiliated/associated companies and its shareholders in the last six years.
- g) I will instruct the existing lenders as indicated above to provide JGRD with full information concerning my (the applicant's) operating and financial position. I further authorize JGRD to discuss fully my (the applicant's) affairs with the lenders.
- h) I authorize JGRD to access, at any reasonable time, the site and premises of the facility described in this application.
- i) I confirm that legal documentation may be requested including but not limited to By-Laws, Certificate of Good Standing, Certificate of Secretary under seal for current shareholders/directors or unanimous shareholder consent, Unanimous Shareholders' Agreement, Demand Note, General Security Agreement and/or property or other mortgage documentation. Any legal required legal documentation fees are at the expense of the applicant.
- j) I give permission to officers of JGRD to use information contained in this application for assessing my (the applicant's) eligibility; coordinating and providing follow-up services, and for program evaluation and research to improve the quality of programs and services offered.
- k) I confirm I have read and understand both parts of the Privacy and Confidentiality Notice.

The Applicant hereby agrees that should a "Letter of Financing" result from this application, that offer shall include an agreement to make public the financing amount and name of the recipient together with the purpose and other information pertaining to employment created.

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name of Authorized Signing Officer

\_\_\_\_\_  
Date